

From: "Smith, Alexandria" <Alex.Smith@memphistn.gov>
To: btaylor@memphistomorrow.org
CC: "William Gibbons (wgibbons)" <wgibbons@memphis.edu>
"Strickland, Jim" <Jim.Strickland@memphistn.gov>
Date: 7/10/2017 1:28:46 PM
Subject: RE: New bonus and payment schedule

Blair –

We have always stated that the retention bonus would be paid out in a lump sum in the November/December timeframe. We have shared this approach with MPA and are close to finalizing an understanding with them on this process. At this point, it is too late to move to a quarterly payment structure. We are preparing for open enrollment for this program July 24 and are having final meetings with MPA this week. We will also launch our communication campaign next week.

Alex Smith
Chief Human Resources Officer
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From: Blair Taylor [mailto:btaylor@memphistomorrow.org]
Sent: Monday, July 10, 2017 12:22 PM
To: Smith, Alexandria <Alex.Smith@memphistn.gov>
Subject: FW: New bonus and payment schedule

Hey Alex. Just checking back in on this.

Blair Taylor
President
Memphis Tomorrow
22 North Front Street, Suite 670
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btaylor@memphistomorrow.org

From: Blair Taylor
Sent: Thursday, June 29, 2017 12:41 PM
To: Smith, Alexandria <Alex.Smith@memphistn.gov>
Cc: Bill Gibbons - MSCC (wgibbons@memphis.edu) <wgibbons@memphis.edu>
Subject: FW: New bonus and payment schedule

Hey, so my questions/thoughts are this:

I thought bonus payments were to be paid at the end of the year earned, or at least paid as they're earned on a prorated basis in their paychecks. If I'm reading correctly it looks like you're planning to pay them Nov/Dec of each year even though the program is only just starting in July.

I would rather see employees paid on a prorated quarterly basis or all at once at the end of the year earned. I've got a strong preference for the latter but defer to whichever you think aligns more closely with best practices. Seems to me it will have a much more meaningful and memorable impact if it's paid out all at once.

Also, as for grant payment schedule, since the program is only just beginning this fiscal year, we should have the grant payments made along a fiscal year schedule. Our strong preference is to make a single annual payment just prior to the end of the fiscal year. So perhaps by June 1 of each fiscal year of the bonus program (that would mean we start with June 1 2018).

Give me a call as soon as you get a chance. Very open to discussing what works.

Blair

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From: Blair Taylor
Sent: Thursday, June 29, 2017 12:23 PM
To: Smith, Alexandria <Alex.Smith@memphistn.gov>
Cc: Bill Gibbons - MSCC (<wgibbons@memphis.edu> <wgibbons@memphis.edu>; 'Channin.Jackson@memphistn.gov' <Channin.Jackson@memphistn.gov>; 'Sink, Jennifer' <Jennifer.Sink@memphistn.gov>
Subject: FW: New bonus and payment schedule

Thanks Alex, wearing my hat as Treasurer of the Crime Commission, and copying our President Bill Gibbons, I'm confirming that the revised bonus structure is as we discussed.

However, we need to adjust the grant payment schedule. I have some questions for you around when bonuses will be paid to employees which I think can inform our grant payment schedule. Please give me a call at your earliest convenience.

Thanks!

Blair

Blair Taylor
President
Memphis Tomorrow

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From: Smith, Alexandria [<mailto:Alex.Smith@memphistn.gov>]
Sent: Thursday, June 29, 2017 11:31 AM
To: Blair Taylor <btaylor@memphistomorrow.org>
Cc: Jackson, Channin <Channin.Jackson@memphistn.gov>; Sink, Jennifer <Jennifer.Sink@memphistn.gov>
Subject: New bonus and payment schedule

Attached is the new bonus and payment schedule from MSCC based on the new bonus proposal we discussed earlier this year. Please review and let me know if you are comfortable with these changes.

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